

Great Waltham Parish Council

The Parish Office, The Pavilion, South Street, Great Waltham
Clerk, W J Adshead-Grant.

E Mail: clerk@greatwalthamparishcouncil.co.uk Website: e.voice.org.uk

Minutes of the Annual General Meeting and the Ordinary monthly meeting of the Great Waltham Parish Council held at the Ford End Village Hall, Great Waltham on Tuesday 20th May at 7.30 pm.

25/2166 Election of Chair (for the next 12 months).

Cllr Gilbert was elected.

25/2167 Acceptance of Office by the new Chair and signature of paperwork.

Cllr Gilbert accepted the Chair and signed the paperwork.

25/2168 Election of Vice Chair.

Cllr Martin was elected.

25/2169 Chairman's Welcome:

Chair: Gilbert.

Cllrs: Steel, Taylor, McDevitt, Stephenson, Martin, Bradley, and Jackson.

25/2170 Apologies.

Cllrs Micklem and Jenkins.

25/2171 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

There were no declarations of interest.

25/2172 Public Participation session for any items regardless of its existence on the agenda

No members of the public present.

25/2173 To review the terms of reference for committees and appointment of Committees, as follows:

- Finance and General Purposes Committee (Chair, Vice Chair plus four councillors)
Membership: **Cllrs Jackson, Martin, Gilbert, Micklem and Stephenson and one vacancy.**
- Recreation Committee (Chair, Vice Chair plus five councillors)
Membership: **Cllrs Gilbert, Martin, Jenkins, Stephenson, Jackson, Bradley and Taylor.**
- Staffing Committee (3 councillors)
Membership: **Cllrs Jenkins, Steel and Taylor.**
- Highways and Transport Committee (Chair, Vice Chair plus 4 Councillors)
Membership: **Cllrs Gilbert, Martin, Stephenson, McDevitt, Jenkins and Bradley.**
- Planning Committee (All members of the Council are represented on this Committee and are called to full meetings of the Council which include planning matters).

Resolution: **Terms of reference to be updated for a future meeting.**

25/2174 Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

Resolution: **It was noted that there are no arrangements.**

25/2175 Appointment of Essex Association of Local Councils representatives (Chair, Clerk plus one Councillor).

Appointed: **Cllr Gilbert, Cllr Martin and the Clerk.**

25/2176 Appointment of representatives to the Chelmsford City Council Planning Forum (one Councillor).

Appointed: **Appointment closed as no longer in use.**

25/2177 Appointment of representative on Great Waltham Village Hall Committee (one Councillor).

Appointed : **Cllr Micklem.**

25/2178 Appointment of a representative on Great Waltham Community Network (one Councillor).

Appointed: **Cllr Steel.**

25/2179 Appointment of representatives for Great Waltham Parish Jubilee Twinning Association (one Councillor).

Appointed: **Cllr Steel.**

25/2180 Appointment of representatives to the Alms House Charity.

Appointed: **Mr A. Micklem and A. Arnold.**

25/2181 Appointment of Allotment Inspector.

Appointed: **Cllr Taylor.**

25/2182 Appointment of Routine Playground Inspectors.

- Cllr Stephenson (Trained November 2024).
- Handyman (Re-trained May 2025).
- Clerk (Re-trained May 2025).

25/2183 Review and adoption of the Standing Orders. (March 2025 update).

- Standing Orders September 2023

Resolution: **The current Standing Orders were reviewed and adopted.**

Resolution: **The proposed updated Standing Orders to be brought to the next meeting.**

25/2184 Review and adoption of the Financial Regulations. (March 2025 update).

- Financial Regulations NALC Update October 2024.

Resolution: **The current Financial Regulations were reviewed and adopted.**

Resolution: **The proposed updated Financial Regulations to be brought to the next meeting.**

25/2185 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.

- Great Waltham Village Hall – Hire of Village Hall Parking Spaces.
- Chelmer Housing Partnership – Access and use of parking spaces in Blossom Way.
- Allotment sites in Great Waltham – Hire.
- Great Waltham Recreation Ground (Part of) – Donation.
- Howe Street Recreation ground – Hire.

Resolution: **The arrangements were reviewed and noted.**

25/2186 Review of representation on or work with external bodies and arrangements for reporting back.

- Chelmsford City Council Governance Committee – **Cllr Jackson.**
- NW & SW of Chelmsford Parishes Group – **Cllr McDevitt.**

Resolution: **Reviewed and approved.**

- Elected Councillors – The elected Councillors must equal or exceed (3/4).
- Clerk – Must hold the CilCa qualification or an equivalent.

Resolution: *The power runs until the next election but was noted.*

- Asset list £521,299.89

Resolution: *The asset list was noted.*

- risks.
Insurance with Community First. Renewals 1st June 2025. Renewal premium quoted: £1,017.56.
The asset list has been forwarded to the insurers and a dialogue to ensure adequate protection is in place is ongoing.

Resolution: *Completion of dialogue with insurers to ensure adequate protection of assets for the insurance year commencing 1st June 2025.*

- Essex Association of Local Councils (E.A.L.C.)
- National Association of Local Councils (N.A.L.C.)
- Rural Community Council of Essex (R.C.C.E.)
- Campaign to Protect Rural England (C.P.R.E.)
- Chelmsford Association of Local Councils (C.A.L.C.)

- Code of Practice for Handling Complaints – March 22
- Code of Practice for Handling Vexatious Complaints – October 2024.

Resolution: *Reviewed and approved.*

- obligations under freedom of information and data protection legislation.
- Publication Scheme July 2022
- Data privacy Notice March 2022
- Document Retention Policy March 2022

Resolution: *Reviewed and approved.*

- Media relations Policy October 2024

Resolution: *Reviewed and approved.*

- Health & Safety Policy and statement March 2022
- Formal Appraisal Policy and procedure March 2022
- Equal Opportunities Policy March 2022
- Harassment & Disciplinary Policy March 2022
- Disciplinary & Grievance Policy April 2022
- Grievance Procedure for Employees April 2022.
- Training & Development Policy 2024

Resolution: *Reviewed and approved.*

- 25/2195 Review the financial & reputational risk register.

Resolution: Reviewed and approved.

25/2196 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

Resolutions: Noted no spend under S137.

25/2197 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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Resolution: Reviewed and approved.

Ordinary Meeting

25/2198 Report by County Councillor - Cllr Mike Steel.

The full report is available on the parish council website in the agenda section.

- A new members highways initiative includes unlit signs and drains – details in the report.
- Road Safety Issues. The A414 has experienced several fatalities in the last 4 years. A temporary reduction in speed limits between the Widford roundabout and Tylers Green has been introduced and will likely become permanent.
- The Local Highways Panels are currently on hold.
- Devolution: There could be between 3 and 5 new unitary councils depending on the option preferred by central government. The Thurrock Council debt will be shared out across the new unitary organisations. An estimated cost of £150m to change the current system has been intimated.

- Love your Bus. Lodge Coaches will receive additional funding for its routes.
- Rural England Prosperity Fund Grant scheme is available as a potential source of funding for some play equipment.

25/2199 Report by Chelmsford City Councillor – Cllr Mike Steel.
The full report is available on the parish council website in the agenda section.

25/2200 Confirmation of the minutes of the Monthly meeting held on 22nd April 2025.

Resolution: **The minutes were confirmed.**

25/2201 Note the Minutes of the Highways and Transport Committee held on 6th May 2025.

Resolution: **The minutes were noted.**

25/2202 Local Planning Authority Decisions.

<u>Reference</u>	<u>Address</u>	<u>Status</u>
23/01627/S73	Burmead Main Road Great Waltham Chelmsford Essex CM3 1LL	Application Permitted
25/00422/CLEUD	6 Appletree Hill Cottages Hartford End Great Waltham Chelmsford Essex CM3 1LE	Application Permitted
24/01326/FUL	Site At Bridge House Lucks Lane Howe Street Chelmsford Essex	Application Refused
25/00138/FUL	28 Wolmers Hey Great Waltham Chelmsford Essex CM3 1DA	Application Permitted

25/2203 Planning Applications:

1. FW: EN0110021 - Hedgehog Grove Solar Farm - EIA Scoping Consultation and Notification

Resolution: **No comment.**

2. Reference: 25/00489/FUL
Address: 6 Ray Mead Great Waltham Chelmsford Essex
Description of works: Ground Floor front extension and alterations

Resolution: **The Parish Council has no objections.**

3. Reference: 25/00647/FUL
Address: Rye Cottage Larks Lane Great Waltham Chelmsford
Description of works: Demolition of the existing dwelling and the erection of 3 new residential dwellings. Associated landscaping and parking.

Resolution: **The Parish Council has no objections.**

4. Reference: 25/00687/FUL
Address: 7 Woods Road Great Waltham Chelmsford Essex
Description of works: Replace existing single storey garden room with a new two storey rear extension with single storey garden room.

Resolution: **The Parish Council has no objections.**

25/2204 Finance Report.

<u>Current Account;</u>	<u>£6,299.22</u>	<u>0%</u>
<u>Reserve Account;</u>	<u>£97,000.36</u>	<u>2.25%</u>

- £20,000 Safety Schemes.
- £850 Allotment deposits.
- £31,000 Capital Works.

- £10,000 Asset refresh (non-playground).

Sub Total **£103,299.58**

General Reserve **£17,000 (Redwood bank)** **4.0 %**

Interest £379.73 (accrued) – October 2025

Grand Total **£120,299.58**

Resolution: **The accounts were noted.**

25/2205 Confirmation of payments:

Payee	Item	Budget heading	Payment
salaries	salaries	salaries	£1,227.53
unity trust bank	bank charges	bank charges	£ 6.00
HMRC	PAYE	PAYE	£ 739.83
Essex Pension fund	Pensions	Pensions	£1,108.42
Cleaning Service	Pavilion	Pavilion expenses	£ 50.00
Three Mobile	Broadband	Pavilion expenses	£ 18.70
Clerk	Expenses	Expenses	£ 103.76
JCM	pump green cut	grounds maintenance	£ 168.00
Amazon	Brushless Circular saw	handyman tools	£ 138.00
JCM	grounds maintenance 1/4	grounds maintenance	£1,606.50
EALC	Routine Playground training	training	£ 960.00
Amazon	New Ryobi 40cm deck mower	handyman tools	£ 369.95
Amazon	Writing Instrument and Signs	handyman tools	£ 13.50
Amazon	New signs	handyman tools	£ 19.95
Amazon	Hazard tape	handyman tools	£ 7.99
Amazon	Paper punch and staple gun	Office stationery	£ 37.98
online playgrounds	8mm clips for springs	consumables	£ 139.40
gwvh	parish assembly 2026	meeting hire	£ 154.00
Handyman	Expenses	Expenses	£ 37.35
Cllr Steel	Pull up marketing Banner	Reserves	£ 35.99

Total **£6,942.85**

Resolution: **The payments were approved.**

25/2206 Review and approval of the financial standing order on the bank account.

- £250.00 to Great Waltham Charities – Annual donation for the use of the land at the Great Waltham Recreation Ground.
- Staff salaries set up on standing orders.

Resolution: **The financial standing orders were reviewed and approved.**

25/2207 Review and approval of the financial direct debits on the bank account.

- £ Variable SSE – Utilities – Pavilion.
- £ Variable Wave – Utilities – Allotment and Pavilion
- £35.00 Information Commissioner's office (I.C.O.)

Resolution: **The direct debits were reviewed and approved.**

25/2208 Monthly Bank Reconciliation.

Resolution: **The monthly bank reconciliation was reviewed and approved.**

25/2209 Update on the Action Tracker – all.

Items were reviewed and updated.

25/2210 To agree the delivery of an information request letter to selected residents concerning car parking issues along Cherry Garden Road, Great Waltham.

- A working group (including concerned residents) held a meeting to discuss the issues raised with the Parish Council. A proposed information letter requesting feedback and information from residents has been drafted.
- It was noted that the Blossom Way public car park remains underutilised.

Resolution: **Clerk to print 120 copies of the letter.**

Resolution: **Letter to be issued to Cherry Garden Road, Barrack Lane and Blossom Way residents.**

25/2211 To review and agree the Pavilion paperwork – (Cllr Jenkins). (Deferred from previous meetings).

Resolution: **Approved.**

25/2212 To agree the adoption of the five-year strategic plan and annual plan circulated with the agenda.

Resolution: **The five-year strategic plan was reviewed and adopted.**

Resolution: **The annual action plan was reviewed and adopted.**

25/2213 To agree to the recommendation of the Highways & Transport Committee to maintain a database of road traffic collisions and road closures on the B1008 through Ford End, as reported to the Council by local residents.

- A reporting template would be created and issued out via social media and the Parish News to collect information of incidents which do not find their way into official statistics.
- The unofficial status of any data collected was noted, but having them would provide a sense of how many more incidents occur than current official data suggest.
- It was noted that reportable/reported incidents could represent as few as 10% of the total (taking into account the typical ratio of accidents involving injury or death).
- Currently data is available on TrafWeb for incidents recorded by the police, but these are restricted to those involving reported injuries and fatalities.

Resolution: **Agreement in principle to set up and trial a database.**

25/2214 Support the Highways & Transport Committee's recommendation to acquire the TruCam services provided by Maldon District Council, the frequency and number of sessions to be agreed by the Council.

- Two officers are available to be deployed. The site at Ford End is being approved by Essex Police. The system could be employed at other sites if they also meet a percentage threshold of speeding vehicles during an initial assessment.
- The charge is £50 per hour. The income from any enforcement tickets is paid to Essex Police.
- A service level agreement to be agreed with Maldon District Council.
- The monitoring is covert and is operated during daylight hours.

Resolution: **Engage the services of TruCam once a week for a period up to nine months, monitoring the success of the initiative using the output data reports provided.**

25/2215 Discuss and approve any items to release for publication.

- Precis of the minutes.
- Update from the Playground working group.
- Councillor Vacancy.
- Allotment Vacancy.
- TruCam article.

The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the

resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies”.

25/2216 Proposal to close the meeting to discuss a legal position.

Resolution: **Approved to close the meeting.**

25/2217 To agree the communication to be sent to the residents of Eagle Cottage, Ford End in relation to VG150, the Village Green at the Junction of Church Lane and B1008, Ford End.

Resolution: **There were discussions about drafting a letter for issue to the residents.**

Next Meetings:

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Meeting closed 21:52
W.Adshead-Grant
Clerk to the Council.